



Rangitikei District Council

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Taihape Community Board

Order Paper

Wednesday 12 April 2017, 5.30pm

**Taihape Town Hall, 90-92 Hautapu Street,
Taihape**

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair: Michelle Fannin
Deputy Chair: Ann Abernethy

Membership
Gail Larsen
Councillor Richard Aslett
Councillor Ruth Rainey
Councillor Angus Gordon
Yvonne Sicely

Please Note: Items in this Agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Board. Reporters who do not attend the meeting are requested to seek confirmation of the Agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.

Rangitikei District Council

Taihape Community Board Meeting

Order Paper – Wednesday 12 April 2017 – 5:30 p.m.



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1 Welcome

2 Public Forum

Mr Keith Rowland will be giving a presentation on a proposed Defibrillator.

3 Apologies

4 Members' conflict of interest

5 Confirmation of order of business

(includes acceptance of late items)

6 Minutes of previous meeting

Recommendation

That the minutes of the Taihape Community Board meeting held on 8 February 2017, be taken as read and verified as an accurate and correct record of the meeting.

7 Chair's report

A report to be tabled.

Recommendation

That the Chair's report to the 12 April 2017 meeting of the Taihape Community Board, as presented be received.

8 Council decisions on recommendations from the Taihape Community Board and consideration of other matters affecting Taihape

A report to be tabled.

Recommendation

That the report 'Council decisions on recommendations from the Taihape Community Board and consideration of other matters affecting Taihape' be received.

9 Requests for Service concerning Taihape – February 2017

A report is attached.

Recommendation

That the report 'Requests for Service concerning Taihape- February 2017' be received.

10 Update on the Small Projects Fund

A memorandum to be tabled.

Recommendation

That the memorandum 'Small Projects Grant Scheme Update – April 2017' be received.

11 Update on place-making initiatives

A verbal report will be provided at the meeting.

12 Update on Youth Development – March 2017

A memorandum is attached.

Recommendation

That the memorandum 'Update on Youth Development –March 2017' be received.

13 Current infrastructure projects/upgrades and other Council activities within the Ward.

A report to be tabled.

Recommendation

That the report 'Current infrastructure projects/upgrades and other Council activities within the Ward' be received.

14 Terms of Contract 994 (CBD Cleaning – Taihape and Hunterville)

A copy of the Maintenance Specifications is attached for the Boards information.

15 Matters arising not elsewhere on the agenda – progress update

A report to be tabled.

Recommendation

That the report 'Matters arising not elsewhere on the agenda – progress update' be received.

16 Late items

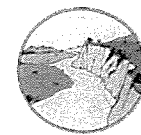
17 Future items for the agenda

18 Date of next meeting

The next meeting to be held 14 June 2017

19 Meeting closed

Attachment 1



Rangitikei
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Rangitikei District Council

Taihape Community Board Meeting

Minutes – Wednesday 8 February 2017 – 5:30 p.m.

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Present: Mrs Michelle Fannin (Chair)
Ms Gail Larsen
Mrs Ann Abernethy
Mrs Yvonne Sicely
Cr Angus Gordon
Cr Ruth Rainey

Also present: His Worship the Mayor, Andy Watson
Cr Richard Aslett (arrived 6pm)

In attendance: Mr Michael Hodder, Community & Regulatory Services Group Manager
Mrs Sheryl Srhoj, Administration

Tabled documents: Item 7 Chair's Report
Item 1 Memorandum -Current infrastructure projects/upgrades and
other Council activities within the Ward
Item 17 Issues submission –Road Safety Issues

1 Welcome

The Chair welcomed everyone to the meeting. She asked for a minute's silence for Mr Bill Byford.

2 Public Forum

There were no members of the public present.

3 Apologies

There were no apologies.

4 Members' conflict of interest

The Chair declared her conflict of interest in regards to item 10 of the agenda

5 Confirmation of order of business

A late item submission from Mrs Abernethy was tabled. This to be taken under item 17 of the agenda (Speed Limit Bylaw Response)

6 Minutes of previous meeting

Resolved minute number	17/TCB/001	File Ref
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That the minutes of the Taihape Community Board meeting held on 14 December 2016, be taken as read and verified as an accurate and correct record of the meeting.

Mrs Fannin/Mrs Abernethy. Carried

7 Chair's report

The Chair spoke to her report.

She thanked Cr Aslett for repainting the southern Taihape sign. Other items noted included the Community Christmas dinner, Christmas light competition and electronic notice boards.

There was a brief discussion on the Taihape pool filtration upgrade. The Board asked that an update be provided to their next meeting.

Resolved minute number **17/TCB/002** **File Ref**

That the Chair's report to the 8 February 2017 meeting of the Taihape Community Board, as presented be received.

Mrs Fannin/Cr Rainey. Carried

8 Council decisions on recommendations from the Taihape Community Board and consideration of other matters affecting Taihape

At its meeting on 15 December 2016, Council approved the Board's recommendation (16/TCB/065) for a further carry-forward, to 31 March 2017, of the unspent balance of the 2015/16 place-making allowance, on the understanding that the Board will have developed and implemented place-making initiatives by that time.

9 New Standing Orders

There were no amendments made to the new Standing Orders.

Resolved minute number **17/TCB/074** **File Ref**

That the Taihape Community Board replace its Standing Orders by adopting those proposed by Local Government New Zealand without amendment.

Mrs Abernethy/Mrs Sicely. Carried

10 Preferred delegations and level of support

The Board were keen to have more input into the Taihape main street cleaning process. Mr Hodder to determine what the current contract is and report back to the Board.

There was some discussion on the future of the Taihape Community Development Trust. The Board thought that the Trust may not be operating within its constitution. It was suggested that the Board write to the Chief Executive and Mayor voicing their concerns.

The Chair wished to declare a conflict of interest regarding this matter.

Resolved minute number **17/TCB/003** **File Ref**

That the Taihape Community Board write to the Mayor and Chief Executive expressing their concerns around the effectiveness of the Taihape Community Development Trust and whether it is operating within its constitution.

Cr Rainey/Ms Larsen. Carried

11 Requests for Service concerning Taihape

The Chair reported that AA Traveller had undertaken a survey of New Zealand's public toilets and Taihape's were rated as being in the top 12.

The Board were all in favour of awarding the local cleaner the "Taihape Good Sorts" award.

Following the recent retirement of Taihape's Animal Control Officer, the Board suggested that a Taihape based Honorary Officer be appointed to provide backup in the event that Councils Animal Control Officers are unavailable.

Mr Hodder to look into this matter and report back to the Board's next meeting.

Resolved minute number 17/TCB/004 File Ref

That the report 'Requests for Service concerning Taihape' for December 2016 be received.

Mrs Fannin/Cr Rainey. Carried

12 Update on the Small Projects Fund

Resolved minute number 17/TCB/005 File Ref

That the memorandum "Small Projects Grant Scheme Update – February 2017" be received.

Mrs Fannin/Ms Larsen. Carried

13 Update on place-making initiatives

The Chair suggested that a public meeting be held in order to drive the place-making initiatives. Mrs Abernethy suggested that a letter box drop would be a better option as there were some big issues coming up such as the site for the new ablution block and Grandstand decision which would require public consultation.

There was some discussion on the tile project. As there were now new families in town, the Chair was keen to see the tiles in the Taihape Triangle being extended.

Resolved minute number 17/TCB/006 File Ref

That the Taihape Community Board endorse the tile project and delegate the Chairperson to find a committee to complete it using funds of up to \$5,000.00.

Crs Rainey/Gordon. Carried

14 Alex Wong's Corner Area

Mrs Abernethy spoke to her submission. The Board were all in favour of purchasing two BBQ tables which would be placed on the corner area by Alex Wong's.

Resolved minute number **17/TCB/007** **File Ref**

That the Taihape Community Board purchase two 2m BBQ tables from Wanganui Enterprises at a cost of \$441.00 each and they be placed on the corner area by Alex Wong's.

Mrs Abernethy/Ms Larsen. Carried

15 Update on youth services – January 2017

Resolved minute number **17/TCB/008** **File Ref**

That the memorandum "Update on youth services – January 2017" be received

Mrs Fannin/Cr Gordon. Carried

16 Current infrastructure projects/upgrades and other Council activities within the Ward

Resolved minute number **17/TCB/009** **File Ref**

That the memorandum "Current infrastructure projects/upgrades and other Council activities within the Ward" be received.

Cr Rainey/Mrs Fannin. Carried

17 Speed Limit Bylaw response

Mrs Abernethy spoke to her tabled submission regarding road safety issues on O'Taihape Road and Dixon Way. She said that feedback from local residents suggested that the safety of users was being compromised by the current 100 km/h speed limit and they were concerned that there was no signage alerting motorists to other road users i.e. walkers, runners, cyclists etc.

The Board were all in favour of Council looking into this issue.

Resolved minute number **17/TCB/010** **File Ref**

That the Taihape Community Board ask that Council give consideration to a speed limit of 70km/h. being imposed on S.H.1 from the end of the existing 50 km/h limit to the intersection with Rauma Road and a speed limit of 50 km/h to be imposed on Dixon Way and O'Taihape Valley Road from S.H.1 to the Taihape Airstrip and that signage alerting motorists to the high pedestrian usage of these roads be erected on both S.H.1 and O'Taihape Valley Road.

Mrs Abernethy/Cr Rainey. Carried

18 Consultation on options for the grandstand and location of new amenity block on Taihape Memorial Park

The Board noted the briefing note in the agenda.

19 Community Boards' Conference, May 2017

The Chair was keen to attend the Community Boards' Conference which was being held this year in Methven.

Resolved minute number **17/TCB/011** File Ref

That the Taihape Community Board give financial support to the Chair to attend the Community Boards' Conference and for another member if they choose to attend, within budget.

Crs Rainey/Gordon. Carried

20 2017/18 Annual Plan

The Board to discuss and prepare any submissions at their workshop on 8 March 2017.

Resolved minute number **17/TCB/012** File Ref

That any submissions for the draft 2017/18 Annual Plan prepared at the Board's workshop be conveyed to Council and then ratified at the Board's next meeting.

Cr Rainey/Mrs Fannin. Carried

21 Matters arising not elsewhere on the agenda – progress update

Resolved minute number **17/TCB/013** File Ref

That the report "Matters arising not elsewhere on the agenda – progress update" be received.

Mrs Fannin/Cr Gordon. Carried

22 Late items

23 Future items for the agenda

24 Date of next meeting

The next meeting to be held 12 April 2017

25 Meeting closed

The meeting closed at 7.45pm.

Unconfirmed

Attachment 2

Service Requests Breakdown for Taihape for February 2017

Service Requests Department	Compliance Completed in time	Completed late	Current	Overdue	Grand Total
Animal Control	10	8		1	19
Animal control bylaw matter	1				1
Animal welfare concern	2				2
Barking dog	2	3			5
Dog property inspection (for Good Owner status)				1	1
Found dog	1	2			3
General enquiry	1				1
Lost animal	2				2
Stock worrying		1			1
Wandering stock		2			2
Wandering/stray dog	1				1
Council Housing/Property	1				1
Council housing maintenance	1				1
Environmental Health	2		3		5
Abandoned vehicle			1		1
Dumped rubbish - within town boundary	1				1
Livestock (not normally impounded)	1				1
Untidy/overgrown section			2		2
General enquiry	2			2	4
General enquiry	2			2	4
Parks and Reserves	3	1			4
Pest problem eg wasps	1				1
Water leak - parks and reserves only	2	1			3
Public Toilets	1				1
Maintenance (public toilets)	1				1
Roads	4	1	1	1	7
Culverts, drains and non-CBD sumps	1				1
Potholes	1				1
Road maintenance - not potholes	2	1		1	4
Road signs (except state highway)			1		1
Roadside Trees, Vegetation and Weeds	1				1
Urban trees, vegetation and weeds	1				1
Rubbish bins	1				1
Bins - Hunterville/Taihape	1				1
Street Cleaning		1			1
CBD cleaning (gutters/sumps) - Hunterville/Taihape		1			1
Street Lighting				1	1
Street lighting maintenance				1	1
Water	7	1			8
Location of meter, toby, other utility		1			1
Low drinking water pressure	1				1
No drinking water supply	1				1
Replace meter, toby or lid	3				3
Water leak - council-owned network, not	1				1
Water leak at meter/toby	1				1
Grand Total	32	12	4	5	53

Feedback Required (Multiple Items)

Service Requests	Feedback					Grand Total
	Email	In Person	Not able to contact	Telephone	Not Provided	
Animal Control		1	1		1	3
Environmental Health			1			1
General enquiry				2	1	3
Roads	1				1	2
Grand Total	1	1	2	2	3	9

Attachment 3



Memorandum

Subject: Update on Youth Development: March 2017

To: Policy Planning Committee

From: Denise Servante, Strategy & Community Planning Manager

Date: 5 April 2017

File: 4-EN-12

1 Background

- 1.1 Following an extensive consultation process with a wide range of stakeholders across a number of years, including most recently public submissions through the Annual Plan 2016/17 and a youth-led Forum in May 2016, Council confirmed an allocation of \$60,000 for youth development in 2016/17. The intention of this funding was:

*“To develop two Youth Zones, (in Marton and Taihape) with outreach services in Bulls, Ratana, Mangaweka and Hunterville. The focus will be to develop, coordinate and extend services and activities for children, young people, young parents and particularly targeting the emerging Samoan community in the District. Our vision is that **“Every child in our community grows into an adult who knows their worth and is able to take their place confidently in the world”**.”*

- 1.2 The Council has transitioned from funding specific activities (after-school and school holiday programmes delivered through Hype Academy) to employing two part-time Youth Development Coordinators. These two positions have responsibility to:

- Undertake youth engagement to maintain a two-way dialogue between local agencies and services and young people and to ensure young people’s voice is heard, including an annual Youth Forum
- Deliver after-school activities, school holiday programmes and evening teen events in close liaison with young people
- Establish a pool of trained volunteers to support these and other activities
- Coordinate and facilitate regular advisory group meetings (either District-wide or north and south of the District) to develop a range of services and activities available to local youth and young people
- Seek sponsorship from local businesses/agencies and make application to appropriate funding bodies to fund activities and events

- 1.3 The outcomes that Council is seeking are:

- Regular engagement with young people in the District
- Implementation of a youth-led programme of activities, including holiday programmes and a Youth Forum

- A pool of trained volunteers to support and/or lead youth activities
- Fundraising and sponsorship secured to enable the activities to take place
- Activities during Youth Week and administration of the Rangitikei Youth Awards Scheme

1.4 This memorandum provides an update.

2 Coordinate and facilitate regular advisory group meetings (either District-wide or north and south of the District) to develop a range of services and activities available to local youth and young people

2.1 The Advisory Groups have both met during March and the Southern Group has met twice. The focus has been to provide priorities to the Youth Development Coordinators for their work.

3 Undertake youth engagement to maintain a two-way dialogue between local agencies and services and young people and to ensure young people's voice is heard, including an annual Youth Forum

3.1 Surveys have been distributed and collected back from schools in the District. In Taihape this has been done for all students in years 7-13 and in Marton for Rangitikei College students (years 9-13). The results are being analysed.

3.2 In Marton, a group of about 15 year 11-13 students have put themselves forward to be part of a Youth Committee and the Youth Development Coordinator is having informal planning sessions with this group to identify their priorities for services and activities.

3.3 In Taihape the focus has been to develop a school holiday programme that will provide team building opportunities for the students to develop their relationships with each other and the Youth Development Coordinator with a view to gelling as a Committee.

4 Deliver after-school activities, school holiday programmes and evening teen events in close liaison with young people

4.1 The focus has been on developing activities for the Easter school holidays based on the priorities identified in the youth surveys. These are mainly outdoor activities and in Taihape the Youth Development Coordinator has been able to leverage his connections from the NZ Army to support this. A joint activity is also planned for a day trip to Palmerston North for young people from both Taihape and Marton.

4.2 One of the main areas for an activity has been to review the spaces for the Youth Zones. In Taihape, the Supper Rooms are not available for exclusive use and so alternatives are being investigated. In Marton, it is hoped to find a space that will be more central for the young people and adaptable for a number of different activities

to take place at once. There is potential to run 7 Day Makeovers of the spaces if they are suitable.

5 Establish a pool of trained volunteers to support these and other activities

- 5.1 Promotional materials and application processes are in place. Progress is slow and it remains a question of using the existing pool of vetted youth workers available through partner agencies.

6 Seek sponsorship from local businesses/agencies and make application to appropriate funding bodies to fund activities and events

- 6.1 Nothing further to report in this area at present.

7 Recommendations

- 7.1 That the memorandum "Update on Youth Development: March 2017" be received.

Denise Servante
Strategy & Community Planning Manager

Attachment 4

4 Part 4: Maintenance Specifications

Contract for: CBD Cleaning Contract – Taihape and Hunterville

Contract No: 994

4.1 Introduction and scope of works

The maintenance is to include the following:

- Kerb and channel cleaning
- Cleaning of drainage inlets and sump chambers
- Removal of litter, detritus and debris
- Emptying of litter bins
- Control of weeds, vegetation and plant pests

4.2 Kerb and channel cleaning

4.2.1 Scope

The removal of litter, detritus and debris from the inverts of kerb & channel, dished channels, kerbs, pedestrian crossings, culverts, pipes, grate covers, any other waterway/obstacle along the line of the kerb and 2.0 metres out into the road pavement from the invert of the channel. All collected matter is to be disposed of at a Waste Transfer Station.

Contractor is advised that public litter bins are not to be used for disposal

4.2.2 Definition

Litter:	Is defined as paper, cans, bottles, glass and any other inorganic material
Detritus:	Is defined as any collection of fragments or material generated from road pavements, footpaths and drainage channels. Examples are sealing chip, dust, dirt etc
Debris:	Is defined as any organic matter, foul matter including excrement, vomit, dead animals and any other offensive matter, timber and any other matter larger than 0.03m ³ and/or 1kg in weight

4.2.3 Level of Service – Performance Criteria

Central Business Districts of Taihape, Mangaweka (Broadway only) and Hunterville - all litter, detritus and debris is to be removed daily, including Saturday, Sunday and public holidays, prior to 10.00 am.

Particular attention is to be given where litter, detritus and debris has built up in the channel and is either obvious to the general public or will cause ponding during rainfall and there is the potential for the matter to be carried down to a drainage sump causing blockage of the sump top or filling of the sump chamber.

Where a rainstorm of any magnitude is evident (does not include shower activity) any litter, detritus and/or debris that is likely to cause any flooding is to be removed prior to the rain event.

Mechanical removal (street sweeper) of litter, detritus and debris on all CBD streets is to be undertaken a minimum of six times per year including any other period where the build-up of matter cannot be removed within the nominated level of service.

Any foul debris including excrement and dead animals and any other matter larger than 0.03m³ shall be removed within one hour of Contractor observation or notification to the Contractor by either Council, Contract Manager, Public or other means.

4.2.4 Routine Works

Routine works shall include: removal of litter, detritus and debris, excluding the removal of foul or large debris where the Contractor was notified, on a basis as required to ensure the nominated level of service is met

4.2.5 Ordered Works

Ordered works shall include: the removal of foul or large debris where the Contractor has observed or was notified by Council, Contract Manager, Public or other means.

4.2.6 Non Performance Criteria

- Central Business District – outstanding works to be completed by 10.00am daily including Saturdays, Sundays and public holidays
- Foul or large debris – outstanding work to be completed within one hour
- Imminent rain event – any flooding to be cleared within one hour of rain event

4.3 Cleaning of drainage inlets and sump chambers

4.3.1 Scope

The removal of litter, detritus and debris from the entry to all drainage inlets within the road reserve and the periodic cleaning of drainage sump chambers to ensure their effectiveness in the discharge of stormwater.

4.3.2 Definition

Litter, detritus and debris as defined in Technical Specification for Kerb & Channel Cleaning.

The removal of all matter that has blocked, or has the potential to block, the waterway area of any drainage inlet including sump tops, culverts, pipes and any other drainage structure within the road reserve and the removal of matter built up in a drainage sump chamber that has adversely affected, or has the potential to adversely affect, effective discharge of stormwater from the chamber.

4.3.3 Level of Service – Performance Criteria

CBD Area - all drainage inlets within the CBD area shall have 100% of effective waterway area cleaned, including at least 10m² in front of the drainage inlet, before 10.00 am including Saturdays, Sundays and public holidays.

Drainage Inlets - The entry to any drainage system including an area of 10m² immediately in front of the drainage inlet shall have at least 90% of the effective waterway area clear at all times.

Sump Chambers - the level of deposited matter shall not be less than 150mm below the invert of the drainage outlet at all times

Adverse Weather - prior to any advertised or obvious potential rain event the inlet to all drainage structures are to be inspected and any matter likely to cause blockage removed. Drainage inlets are to be inspected during prolonged rain events and any matter interrupting stormwater flow is to be removed. After the rain event, and prior to any future rain event, all drainage inlets are to be cleared of any deposited matter.

4.3.4 Routine Works

Routine works shall include removal of any built up matter likely to impede stormwater flow to a drainage inlet.

4.3.5 Non Performance Criteria

Any drainage inlet observed that has less than 90% of the inlet including 10m² of an area immediately in front of the drainage inlet clear shall be cleared within

one working day. Any drainage sump that has a build-up of matter less than 150mm from the invert of the drainage outlet shall be cleaned within one week.

4.4 Emptying of litter bins

4.4.1 Scope

The emptying of litter bins throughout the contract area including the installation and replacement of garbage bags and the maintenance and cleaning of litter bin receptacles.

4.4.2 Definition

Litter Bins:	Receptacles placed at various locations throughout the contract area for the placement of litter, by the public
Garbage Bags:	Plastic bags placed inside the receptacle for the placement of litter, detritus and debris
Maintenance of Litter Bins:	Includes the cleaning, straightening and painting of receptacles as required or as determined by the Contract Manager

4.4.3 Level of Service – performance criteria

Central Business District - to be emptied daily before 10.00 am including Saturdays, Sundays and public holidays.

Where the contents of a litter bin are less than 200mm from the top of the receptacle the litter bin is to be emptied on the day of observation irrespective of the number of times nominated above. The garbage bags placed in the litter bins are to be in a clean and presentable condition at all times.

Litter bins are to be inspected at least monthly and necessary maintenance undertaken within one week of identification of any remedial work. Damage/wear and tear to paintwork exceeding 10% of the painted surface shall be competently repainted with the same colour.

Remedial work on major damage to litter bins is to be undertaken within 24 hours.

Servicing means to maintain, empty and clean the litter bins.

Specific tasks include:

- Emptying the bins
- Picking up all refuse and litter from the immediate area of bins

- Undertaking or arranging for the proper disposal of the rubbish
- Cleaning and/or painting of bins as required to maintain a hygienic condition and a good appearance, including the removal of graffiti
- Inspection and reporting of damage, missing or inoperative bins to the Contract Manager as soon as practical
- Reporting of high instances of littering or spillage where the placement of additional or larger bins or the relocation of existing bins may be necessary

The Contractor shall use plastic bin liners to assist with the maintaining of the bins in a clean and hygienic condition. The contractor will be deemed to have allowed for these liners within the rates tendered in the schedule.

4.4.4 Frequency of emptying

The Contractor shall arrange his operations so as to empty all bins before they become full, taking into consideration high usage periods such as weekends, public holidays, sporting events etc., however, any bins that are reported as filled shall be emptied within four hours of notification.

Central Business Districts – daily including Saturdays, Sundays and public holidays.

Where the contents of a litter bin are less than 200mm from the top of the receptacle the litter bin is to be emptied on the day of observation irrespective of the number of times nominated above.

4.4.5 Time of day of emptying

All litter bins in CBD areas are to be emptied prior to 10.00 am so as not to cause inconvenience to business and shoppers.

4.4.6 Litter next to bins

All refuse and litter lying on the ground, caught in sumps or on structures and natural land features within 10 metres of the litter bin is to be collected and disposed of at the time the litter bin is emptied.

4.4.7 Litter bins to be kept clean

Litter bins are to be kept in a clean state by regular removal of food stains, mould and other dirt on the inside and outside of the bin, including the pole, by cleaning with warm water and an approved detergent. Bin liners are to be in a clean and presentable condition at all times. Liners should be of adequate size to completely fill the bin and placed in such a way as to ensure they neither collapse inwards into the bin nor turn inside out in strong winds.

4.4.8 Bins to be kept in good repair

Litter bins are to be inspected at least weekly.

Maintenance is to be undertaken within one week of identification of any remedial work. Remedial work on major damage to litter bins is to be undertaken within 24 hours.

4.4.9 Routine works

Routine works shall include:

- The emptying of all litter bins within the nominated level of service
- Replacement of bin liners in litter bins
- The cleaning, minor straightening/securing of litter bins

The Contractor is to meet the cost of all maintenance items of work.

4.4.10 Ordered works

Ordered works shall include:

- Repairs to litter bins where damage has been caused by others
- Repainting of bins
- Removal of graffiti
- Replacement of bins

The Contractor is to notify the Contract Manager of such works who shall issue a variation order for the work to proceed or make other arrangements as necessary.

4.4.11 Non-performance criteria

Litter bins not emptied within the nominated level of service are to be emptied:

- CBD – within 2 hours

4.5 Provision of extra bins for special events

From time to time litterbins will be required to be placed at Special Events/Sporting Tournaments etc. to comply with the Litter Act 1979. The Contractor will be given 5 days' notice of such events so that bins can be placed and emptied at a frequency and time to avoid inconvenience, and the work paid for as variation.

4.6 Control of weeds, vegetation and plant pests

4.6.1 Scope

The control of weeds, vegetation growth and plant pests listed in the Manawatu/Wanganui Regional Council Plant Management Strategy in footpaths, water channels, road pavements, road furniture, unmaintained fence-lines, barrier

walls, edge strips, grass verges outside uninhabited dwellings, vacant allotments or farmland or any other structure.

- Ensure that all areas within the vicinity of sprayed areas including grass verges, gardens, etc are not affected by chemical spray
- Approved chemicals are only to be used by qualified chemical applicators
- Glyphoste 'Green' is only to be used in and adjacent to flowing streams

4.6.2 Definition

To chemically control the growth of weeds, vegetation and plant pests to maintain an ascetic appearance at all times.

- Water Channel – any structure that is used for the carriage of stormwater including kerb and channel, concrete inverts, kerbs, culvert and pipe inlets and outlets and open drains.

4.6.3 Level of Service – performance criteria

All weeds, vegetation and plant pests are not to exceed 50mm in height and/or exceed an area of 100mm².

4.6.4 Routine works

Routine works shall include: the periodic spraying of weeds, vegetation and plant pests to comply with the nominated levels of service.

4.6.5 Non-performance criteria

Any weeds, vegetation or plant pests exceeding the nominated levels of service are to be sprayed within 3 working days.

Any growth of a height and/or area that exceeds the nominated level of service is to be manually removed in lieu of spraying.

4.7 Unscheduled day works

4.7.1 General

This Section sets out the requirements for the completion of unscheduled day works that shall be carried out as directed by the Contract Manager when there are no other appropriate Scheduled Items.

The Contract Manager reserves the right to obtain quotes and appoint any other Contractor who provides competitively priced proposals to complete any works within the Contract Area and falls within the scope of this Specification.

4.7.2 Responses

The response time to carry out the work shall be specified with each unscheduled day works instruction. Response times will be appropriate to the size of the work and the significance of the safety issue.

4.7.3 Priced proposal

When requested by the Contract Manager the Contractor shall submit priced proposals to complete works where there are no applicable Schedule Items or the work is more extensive than is allowed for in the Basis of Payment.

The priced proposals shall contain details of the:

- Description of work proposed to be completed detailing the extent and quantities of work required
- Proposed date of completion
- Fixed price quote to complete work
- Breakdown of the above price if requested by the Contract Manager

The acceptance of all priced proposals shall be subject to the availability of funding. On acceptance of the Contractor's proposal the work shall be incorporated into the current programme.

The Contract Manager will make no payment for any unscheduled day works completed prior to the acceptance of the proposal for the work.

4.8 Information management

Information management is a key component for the success of the contract. The management of asset information data in this contract as described below requires a level of system integration between Council and the Contractor.

4.8.1 Enquiry and response system

Customer enquiries: The contractor shall ensure that they have a suitable IT set-up to be able to receive and respond to RFSs from the Council. Similarly the details of calls from the public which are received directly by the Contractor, are to be forwarded to the Council for entry into the RFS system, regardless of the nature of the call. The Contractor is required to provide information in order for Council to enter and close off RFS items in a timely manner consistent with the levels of service provided for in Section 5.

4.8.2 Asset Information

Rangitikei and Manawatu District Councils have a shared service agreement for the provision of assets. It is the intention of both Councils, through the sharing of resources and initiatives, that asset management practices will advance in both organisations.

The Council currently uses AssetFinda to store information about its infrastructure assets. The replacement and renewal of man-made assets, by the Contractor, generates asset information that is of value to the Council for the purposes of asset management planning. The Contractor is to ensure that this information is provided to the Council through the monthly reports, in the month following the physical work being undertaken. The Council may specify the format and minimum value of the work to be recorded for this purpose.

It is the intention of the Council, during the term of this contract, to move towards formal condition and performance assessment of its man-made assets for the purposes of forecasting future renewals and asset replacements. The Council intends using the Parks and Recreation Asset Management Systems (PRAMS) Group Condition Grading Manual and a performance monitoring system developed by the Council.

The Contractor may be required in the future to undertake formal condition and performance monitoring and provide resulting asset data to the Council as a variation to this contract. In this event, the Council will provide the Contractor with information and training on the monitoring process, certify the Contractor's staff and undertake audits of the annual monitoring process.

It will be the contractor's responsibility to collect asset data and provide asset monitoring information to the Council in a timely manner, in an agreed electronic format.



Taihape
CBD



Map Scale
1:2250

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